2012 National Monitoring Conference
Water: One Resource – Shared Effort – Common Future

PRESENTER INSTRUCTIONS

This document contains guidelines for your participation in the **2012 National Monitoring Conference**. Please read these materials carefully and promptly supply all information requested. Your cooperation in meeting the deadlines will allow conference preparations to proceed smoothly.

Conference Registration   Early bird deadline: March 2, 2012

All Presenters must register and pay the appropriate registration fee. There is a special rate of $355 early bird / $430 late (after March 2) for all oral, poster, and extended session presenters. You may register online at http://www.cvent.com/d/9cq9xy.

Final Abstract (OPTIONAL)   Due: March 23, 2012

All presenter abstracts will be included in the online pre-conference materials and post-conference proceedings. Each oral and poster presenter has the opportunity to submit a revised, final abstract. **THIS IS OPTIONAL.** If no abstract changes are necessary, we will use the original abstract you submitted during the Call for Abstracts.

Final abstracts may be emailed to Maggie.Craig@tetratech.com by March 23, 2012 as an attached Microsoft Word file. Do not send your abstract as a .pdf file.

Conference Agenda

The conference agenda will evolve as we get closer to April 30. Please refer to the 2012 conference website at http://www.cvent.com/d/9cq9xy for the latest agenda. Due to inevitable presenter withdrawals, we reserve the right to change the date and time of any presentation. We will make every effort to notify those affected. It is our expectation that presenters will participate in the entire conference and not solely the day of their presentation.

Conference Proceedings

The conference proceedings will be posted on the Council's website following the conference. The online proceedings will include the abstracts, posters, and PowerPoint presentations given at the conference in Adobe PDF format.

Please complete the attached form regarding posting your PowerPoint presentation online following the conference and email the form to Maggie.Craig@tetratech.com by April 13, 2012.

Oral Presentation Guidelines

Each oral session will be 90 minutes in length and contain four 20-minute presentations. Oral presentations must be no longer than **14-15 minutes in length** so as to allow time for audience questions after each presentation and speaker transition.

The following Audio-Visual (AV) equipment will be available for your use:
- LCD projector, stand, and screen
- Windows PC Laptop (on the podium) loaded with PowerPoint 2010 – While presentations created in PowerPoint 2010 are preferred, presentations created in previous versions (2007 or 2003) can be displayed.

Due to the limited time for presentations during the concurrent sessions, you will not be permitted to use your personal laptop to present. Please bring back-up copies of your PowerPoint presentation on CD or memory stick. You should also embed the fonts in your presentation so they will display properly on our conference laptops (see below instructions). NOTE: No final editing will be allowed on the presentation laptops and we discourage last minute presentations that have not been tested to work on our equipment.

If your presentation requires AV equipment or computer software besides PowerPoint, you must email Maggie.Craig@tetratech.com by March 23, 2012. While we discourage the use of other equipment or software, if warranted and approved, charges may apply to facilitate such presentations. In no case will presentations be allowed to run overtime due to any technical glitches from using additional software or technologies.

Why embed your fonts?
If you are using non-standard fonts for text or bullets, you may see them changed to standard fonts when your presentation is displayed on a different computer. This can cause changes in the text layout of each slide or you may get bullet symbol substitution not to your liking (like water drops changed to smiley faces). Embedding fonts ensures that what you see on your computer will display identically on any other computer. It may, however, make your file size much larger if you tend to use too many non-standard fonts, so be frugal with fancy fonts/symbols.

Embedding your fonts in Microsoft PowerPoint
Only TrueType fonts can be embedded. There's a TT icon next to them in PowerPoint's font dropdown menu. Adobe PostScript/Type1 fonts usually appear with a printer icon in PowerPoint; they can't be embedded.

Mac versions of Powerpoint cannot embed fonts. Alternative: If you do not need to have any animation or effects in your presentation, you can save your presentation as an Adobe.pdf. Otherwise, make sure you send your Mac derived .ppt or .pptx to us to make sure it will run OK. Use standard type fonts when possible to ensure smooth substitutions.

Using PowerPoint 2007 or 2010
- In the Save As dialog box, click the "Tools" button in the lower right corner, then click "Save Options" in the drop-down menu
- Under "Preserve fidelity when sharing this presentation" put a check next to "Embed fonts in the file" then choose to embed only the used characters or all characters. A few TrueType fonts are not embeddable. If no window pops up indicating fonts cannot be embedded, you are in the clear. If a font is not embeddable, use one that is.
- Click OK and continue saving normally

Using PowerPoint 2003
- Choose File, Save As
- In the Save As dialog box, click Tools, then Save Options

- In the Save Options dialog box, put a checkmark next to "Embed TrueType fonts"
- Click "Embed characters in use only" if you want smaller PPT files and don't need to let others that don't have the embedded fonts edit the files or ...
- Click "Embed all characters" if others will need to edit the presentation using the embedded fonts. This will produce larger PPT files; if you embed unicode or doublebyte fonts, the files will be MUCH larger.
- Click OK and continue saving normally